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## **CLAIMS**

What is claimed is:

A system for retrieving a main document with a reference to an insert document for inclusion in the main document comprising:

a data storage mechanism that stores the main document with a formula that resolves to a reference to an insert document;

a shared resource database, accessible by a plurality of clients of the system, that stores one or more insert documents that may be referenced within the main document;

- a document destination module that opens the main document and extracts the formula;
- a formula resolution module that resolves the formula to derive a value for the reference;
- a document retrieval module that uses the reference to retrieve the insert document; and
- a document insertion module that inserts the insert document into the main document in a document location point specified.
  - 2. The system of claim 1, further comprising:
- a document identification module that receives the reference and determines the name of the insert document to be retrieved based on the reference.
- 3. The system of claim 1, wherein the system also enables a user to create and store the main document having the reference to the insert document; and

wherein the document destination module enables a user to create the main document with the reference to the insert document and stores the main document with the reference separate from the insert document being referenced

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- 4. The system of claim 3, further comprising a formula definition module that enables a user to define the formula that resolves to the reference to the insert document to be included in the main document.
- 5. The system of claim 1, wherein the document location point comprises a background in the main document.

A system for retrieving a main document with a reference to an insert document for inclusion in the main document comprising:

data storage means for storing a main document with a formula that resolves to a reference to an insert document;

database means for storing one or more insert documents that may be referenced within the main document;

formula resolution means for resolving the formula to derive a value for the reference.

means for retrieving and opening the main document;

document retrieval means for retrieving the insert document using the reference; and
document insertion means for inserting the insert document into the main document at a
document insertion point.

- 7. The system of claim 6, further comprising:

  document identification means for receiving the reference and determining the name of the insert document to be retrieved based on the reference.
- 8. The system of claim 6, wherein the system also enables a user to create and store the main document having the reference to the insert document; and

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wherein the document destination means comprises means for enabling a user to create the main document with the reference to the insert document and means for storing the main document with the reference separate from the insert document being referenced.

- 9. The system of claim 8, further comprising formula definition means for enabling the user to define the formula that resolves to the reference to the insert document to be included in the main document.
  - 10. The system of claim 6, wherein the document location point comprises a background in the main document.
  - A method for managing a main document with one or more insert documents inserted therein comprising the steps of:

storing a main document with a formula that resolves to a reference to an insert document;

storing one or more insert documents that may be referenced within the main document; retrieving and opening the main document,

extracting the formula from the main document;

resolving the formula to the reference to the insert document based on the main document;

retrieving the insert document based on the reference, and inserting the insert document into the main document at a document location point.

12. The method of claim 11, further comprising the steps of:
creating the main document with the reference to the insert document to be included in the main document; and

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storing the main document having the reference to the insert document separate from the insert document included in the stored main document.

13. The method of claim 12, further comprising the step of enabling a user to define a formula that resolves to a reference to an insert document to be included in the main document.

A computer usable medium having computer readable code embodied therein for managing a main document with a reference to one or more insert documents to be included in the main document comprising:

computer readable code that causes a computer to store a main document with a formula that resolves to a reference to an insert document;

computer readable code that causes a computer to store one or more insert documents that may be referenced within the main document;

computer readable code that causes a computer to extract a formula from the main document;

computer readable code that causes a computer to resolve the formula to the reference to the insert documents from the main document;

computer readable code that causes a computer to retrieve the insert document based on the reference; and

computer readable code that causes a computer to insert the insert document into the main document.

15. The computer usable medium of claim 14, further comprising:

computer readable code that causes a computer to create the main document with the reference to the insert document to be included in the main document; and

computer readable code that causes a computer to store the main document having the reference to the insert document without the insert document included in the stored main document.

16. The computer usable medium of claim 14, further comprising computer readable code that causes a computer to enable a user to define the formula that resolves to the reference to the insert document to be included in the main document.